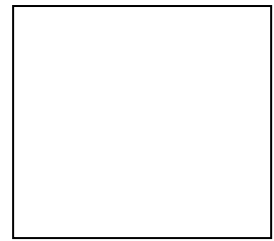




ICE Training & Consultancy Ltd

Application Form - CIM Courses



Affix passport photograph

- 1. Application form:** Every section must be completed in full.
- 2. Education certificates:** Please attach your Curriculum Vitae and certified copies of higher education certificates which support your application. **DO NOT ATTACH ORIGINALS.**
- Attach two passport sized photograph, with your name printed at the back.

4. Personal Details

Please write in BLOCK letters in the spaces provided:

Full Names: _____

Company: _____

Postal Address: _____

Email: _____

Office Number: _____ Mobile: _____

ID / PP No.: _____

Occupation: _____

Gender: _____ D.O.B _____

CIM Membership Number (If known): _____

Indicate in the appropriate box how you came to learn about CIM at ICE College

ICE Continuing Student	<input type="checkbox"/>	Press Advertisement	<input type="checkbox"/>
Referral / Word of mouth	<input type="checkbox"/>	Internet	<input type="checkbox"/>

In case of emergency

Name: _____ Contact: _____

Course Details

Class Sessions: Day	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Weekend	<input type="checkbox"/>	Distance Learning	<input type="checkbox"/>

Please indicate which CIM Level and corresponding modules you wish to take:

CIM Level: _____

Modules: (1) _____ (2) _____

(3) _____ (4) _____

Please indicate the start date of your course: _____

Entry Qualifications

Please give details of qualifications, courses attended and exemptions that support this application. Attach copies of examination results and references.

Year	Examining Body	Subject	Level	Grade

I have received the ICE terms and conditions and agree to the conditions of enrolment and I confirm that the details are correct.

Signature _____ **Date** _____

ICE Terms and Conditions

1. Sponsored students

All students sponsored by their employers must ensure that 16% VAT on corporate cheques is added.

2. Course fees are payable in full before the commencement of the course. The payments should be made as follows:

- a) **ICE Registration** – Must be paid with every application
- b) **Resource fee**
- c) **Caution fee** (refundable)
- d) **Tuition fees** – Must be paid before class commence
- e) **Membership fees** – Must be paid by mid month of the 3rd month into the semester
- f) **Examination fees** – Must be paid by mid month of the 3rd month into the semester
- g) **KNEC fees** – Must be paid by mid month of the 4th month into the semester

In the instances whereby tuition fee has not been completed, membership fee or examination fee will be allocated to any outstanding tuition fee.

The School reserves the right to inform the professional body for non-payment of tuition fees and to take necessary action having informed the student in Time.

3. **Course fees are non-transferable and non-refundable.**

An administration fee of **Ksh. 3,000** will be charged for dishonoured cheques.

4. Students are responsible for ensuring that they have current membership of the appropriate examination body and that they have entered for the correct examinations by the deadline date set by the examination body. The School accepts no liability for students missing registration deadlines. Students must also ensure they meet Assignment submission deadlines.

5. Attendance

Students must make every effort to attend the full lecture programme and where they will be absent they must make every effort to notify The School. The School reserves the right to remove students from a programme for matters of gross misconduct.

6. The School reserves the right to change the lecturers, dates and venues at any time. The School reserves the right to change its fees from time to time. Latest fees are quoted on our website and will be the fees charged at the time of enrolment.

The School reserves the right to amend its policy from time to time.

7. All library books must be returned by the dates stated failure to which a fine of Kshs 100 per day will be charged

have received the ICE terms and conditions and agree to the conditions of enrolment and I confirm that the details are correct.

Signature _____ **Date** _____